HAZARDOUS SUBSTANCE
UNDERGROUND STORAGE TANK CLOSURE REPORT

The Owner of the hazardous substance underground storage tank (UST) system shall submit the Closure report within forty five (45) days of collecting samples during the UST system closure assessment. The closure report should contain, at a minimum, the following information. Any other information that is pertinent to the site should be included.

I. General Information

A. Ownership of UST(s)
1. Name of UST owner.
2. Owner address and telephone number.

B. Operator of UST(s)
1. Name of UST operator.
2. Operator address and telephone number.

C. Facility Information
1. Facility name.
2. Facility ID #.
3. Facility address and telephone number.

D. Contacts
1. Name, address, telephone number, and job title of facility primary contact person.
2. Name, address, telephone number of closure contractor.
3. Name, address, telephone number of primary consultant.
4. Name, address, telephone number, and certification number of laboratory.

E. UST Information

Tank I.D. (Example - 1,						
Tank Capacity						
Date Tank Last Used						
Substances stored throughout history of the tank (CERCLA name and CAS Number)						
Product Piping	Pressure	G	G	G	G	G
	Suction	G	G	G	G	G
Type of Closure						
Removal		G	G	G	G	G
Closed in Place		G	G	G	G	G
Change-in-Service		G	G	G	G	G
New Contents Stored		_____	_____	_____	_____	_____
CAS No.		_____	_____	_____	_____	_____

F. Site History/Characteristics

5. Brief history of the UST facility, including type of business.
6. Describe any past release(s) at this site.
7. Is this facility active or inactive at this time? If the facility is inactive, note the last time the USTs were in operation.
8. Describe surrounding property use (for example, residential, commercial, farming, etc.).
9. Describe general site geology/hydrogeology.
10. Describe any potential receptor(s) (water wells, basements, surface waters, etc.) in the surrounding vicinity of the UST (s).
11. Indicate if area of UST facility was paved.

II. Closure Procedures

A. Describe preparations for closure including the steps taken to notify other authorities, permits obtained and the steps taken to clean and purge the tanks.

B. Note the amount of residual material pumped from the tank(s).

C. Describe the storage, sampling, and disposal of the residual material.

D. Excavation

1. Describe excavation procedures noting the condition of the soil encountered and the dimensions of the excavation in relation to the tanks, piping, and/or pumps.
2. Note the depth of tank burial(s) (from land surface to top of tank).
3. Note volume of soil excavated.
4. Describe soil type(s) encountered.
5. Describe type and source of backfill used.
6. Describe condition of UST system(s) (i.e. pitting, holes, etc.). Include location and extent of any corrosion, piping, or holes that were observed in the piping.
7. Note if the excavation reached the ground water table or bedrock surface.

E. Contaminated Soil

1. Describe how it was determined to what extent to excavate the soil.
2. Describe method of temporary storage, sampling and treatment/disposal of soil.
3. Indicate location of any soil stockpiles on the site map.
4. Discuss if there was a sheen or free product detected in the soils of the excavation or on any excavation or boring water.

III. Site Investigation

A. Provide information on field screening and physical observations, as well as methods used to calibrate field screening instrument(s).

B. Describe soil sampling points and sampling procedures used, including:

1. Location of samples ;
2. Type of samples (from excavation, stockpiled soil, etc.);
3. Sample collection procedures (grab, split spoon, hand auger, etc.);
4. Depth of soil samples (below land surface);
5. Whether samples were taken from side or floor of an excavation;
6. Odor(s) observed during sampling (type, strength);

7. Any free product observed;
8. Sample identification; and
9. Sample analyses.

C. Describe ground water or surface water sampling procedures used, including:
   1. Location of samples;
   2. Sample collection procedures (grab, bailer, etc.)
   3. Sample identification; and
   4. Sample analyses.

D. Describe quality control measures, including:
   1. Sample handling procedures including sample preservation and transportation;
   2. Decontamination procedures used;
   3. Time and date samples were collected and date submitted to laboratory;
   4. Samples collected for quality control purposes (e.g. duplicates, field blanks, trip blanks, etc.) including methods used to obtain these samples and analytical parameters; and
   5. How results of quality control samples may have affected your interpretation of soil, ground water, or surface sample results.

E. Describe investigation results, including:

   1. Methods of analyses used (include U.S. EPA method number); and
   2. Analytical results for samples; discuss in relation to site specific cleanup level or action level as appropriate.

IV. Conclusions and Recommendations

Include probable source(s) of contamination, further investigation or remediation tasks, or whether "no further action" is required.

V. Signature and Seal of Professional Engineer or Licensed Geologist

Professional Engineer Registration Number.
Licensed Geologist License Number.

VI. Enclosures

A. Figures

   1. Area map(s) (can be USGS Topographic Quadrangle) showing;
      1. Adjacent Street, roads, highways with names and numbers;
      2. Buildings;
      3. Surface water bodies;
      4. Ground water flow direction (if available);
      5. North arrow; and
      6. Scale.

   2. Site map of UST excavation area drawn to scale, showing;
      - **S** Building;
      - **S** Underground utilities such as sewer lines and other conduits;

- Orientation of UST(s), pumps, and product lines (current and former);
- Length, diameter and volume of UST(s) (current and former);
- Type of material(s) stored in UST(s) (current and former);
- Sample locations (identified by letter or number);
- Ground water flow direction (if available);
- Final limits of excavation;
- North arrow; and
- Scale.

3. Maps depicting analytical results, to include;
   - Orientation of UST(s), pumps, and product lines;
   - Sample locations, depths and identifications;
   - Analytical results;
   - Final limits of excavation(s).

B. Tables

1. Field screening results.
2. Analysis results (identification, date sample taken, depth, etc.). The results shall be properly identified and correlated with the sampling locations on the site map. If result(s) is below laboratory detection limit (BDL) list detection limit (i.e. <0.5 ug/l).

C. Appendices

Appendix A.
- Copy of the Amended Notification form.
- Copy of Intent to Permanently Close or Change-in-Service Hazardous Substance Underground Storage Tank System(s)
- Certificate of UST(S) and piping disposal.
- Soil, water, sludge disposal manifests
- Complete chain-of-custody records.

Appendix B. Copy of all laboratory analytical records including information specified in the Hazardous Substance Closure Assessment Guidelines.

Appendix C. Geologic logs for borings/excavation(s).

Appendix D. Photographs of Closure Activities (optional, not required); Photographs are often very helpful for evaluating a report.